

**Supplementary Examination Announcement**

**OFFICE ADMINISTRATOR I - 29991**

Monthly Salary Range: \$2018 - \$2684

Option 1 – General  
Option SS1- Spanish Speaking (General)  
Option MC1 – Manual Communication (General)  
Option 2 – Typing  
Option SS2 – Spanish Speaking (Typing)  
Option MC2 – Manual Communications (Typing)  
Option 3 - Dictation  
Option SS3 – Spanish Speaking (Dictation)  
Option MC3 – Manual Communications (Dictation)  
Select options of your choice.

General duties: An Office Administrator I serves as a full line supervisor of a small to moderate staff of employees performing routine clerical filing, document processing and/or general office support functions of limited variety and controlled by established work procedures and methods; assigns and reviews subordinates' work; prepares, conducts and signs performance evaluations; effectively recommends and imposes disciplinary action; adjusts grievances.

Desirable training and experience: Completion of high school and one year of office experience; or one year of independent business experience; or equivalent training and experience.

Knowledges tested: Office practices and procedures, Public contact; Records management; Supervision.

(Continued on reverse side)

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:  
CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:  
SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435  
MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005  
ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

**ILLINOIS BELL RELAY FOR BOTH LOCATIONS:** (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Option 2, 3, S2, S3, MC2 and MC3 the candidate must demonstrate ability to type from copy at a minimum net rate of 30 words per minute. Options 3, S3 and MC3 also require that the candidate demonstrate the ability to take dictation at 80 words per minute.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Equipment for Performance test: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Length of eligibility: One year.

Option MC – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which Option 1 positions are established: Cook.

Counties in which Option 2 positions are established: Cook.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.